

Bay View United Methodist Church
Accountable Leadership Board Guiding Principles
January 2024 introduced, April 2024 accepted, December 2024 name change

Purpose

The Accountable Leadership Board (ALB) of Bay View United Methodist Church (BVUMC) is “accountable” to the mission, vision, discipleship system and strategic goals of the local church and The United Methodist Church. It is “leadership” in that its members take a special servant role. It is a “board,” taking on the privilege and responsibility of leading Christ's church.

The ALB is responsible for the administrative functions of the church (finance, staffing, facilities), as well as meeting time for prayer or reflection. ALB focuses on big picture governance—not micro-managing—all ministries, delegating responsibility and authority within boundaries to administrative and ministry teams, individuals, or staff.

The ALB and pastor are mutually responsible for leading the congregation in making progress towards the mission, vision, discipleship system and results-based strategic goals of the local church and The United Methodist Church.

Section 2- ALB Membership, Representatives, Terms

Membership

All people who are active members of BVUMC are eligible to serve on ALB. Between 7 and 13 people can serve on ALB, representing the diversity of people, missions, needs and skills of the congregation.

Representatives

1. Core Required Members (5):
 - a. Chairperson.
 - b. Vice Chairperson.
 - c. Recording Secretary.
 - d. 2 Finance Specialists
 - e. 2 Staff/Parish Relations Specialists.
 - f. 2 Trustees.
 - g. Lay Leader or Lay Member of Annual Conference.
 - h. Pastor, ex officio.
2. Optional ALB Members:
 - a. At-large Members:
 - i. Persons who may represent key strategic areas such as children, youth, evangelism, missions, outreach, etc. which are key growth areas that demand the continued, monthly full attention of the ALB.

Board Responsibilities.

ALB members are responsible for conducting themselves in a Christian manner, as well as professionally, collegially, ethically.

When discussing or voting, the entire ALB will act as the Church Council, Finance Committee, Trustees and SPRC with the ALB chairperson leading the discussion and voting.

Once a year, ALB members must complete a Year-End Self Evaluation Survey (at the end of this document) and discuss and reflect on its results.

The ALB functions as a team, working together to further the ministry of Christ's church. It works together with integrity, trust and confidentiality. It shares a commitment to pray, serve and lead the church forward. In building this servant team, the ALB members sign a Leadership Board Covenant, an agreement to one another and to God. The Covenant is reviewed and affirmed annually:

Leadership Covenant

Having been called by God to serve and having been equipped by the Holy Spirit to minister, I make the following covenant to the Leadership Board and the membership of the church:

- 1. I will protect the unity of my church by refusing to gossip and adhering to the process and final decisions of the Leadership Board.*
- 2. I will share the responsibility for the outreach of the church by praying for its growth, inviting the unchurched to attend and by welcoming those who visit.*
- 3. I will serve the ministry of my church by using my spiritual gifts, by faithful attendance and with my proportionate giving with the goal of tithing.*
- 4. I will commit to the spiritual disciplines of prayer, worship, and Bible study.*
- 5. If concerns arise about the church, its mission, ministries, or traditions, I will share my concerns with the Lead Pastor in a private setting.*
- 6. I will support the pastor and staff, mission, strategic goals and ministries of the church.*
- 7. I will protect the church by calling the pastor to accountability to the mission and vision of the church.*
- 8. I will attend future growth opportunities, as I am able, to best participate in the ALB.*
- 9. I will maintain the contents of ALB discussion in total confidence, communicating only that information that the ALB has agreed upon.*

Term Limits

Before each Charge Conference, the secretary reports to the Nominations Committee which positions are expiring. Qualified candidates should bring a variety backgrounds and experiences to ALB.

1. Each ALB member is elected to one 3-year term by the congregation at Charge Conference.

2. Each ALB member can be elected to a maximum of two consecutive 3-year terms. This ensures continual diversity of voices helping guide BVUMC and leadership development within active members.
3. After at least one year off ALB, a previous member can be re-elected up to two 3-year terms.
4. In rare cases when a new ALB member cannot be elected, the ALB member completing his/her second 3-year term may serve one additional year only. This must be affirmed by the congregation during its Charge Conference. During this additional year, the member, other ALB members and the Nominating Committee should actively engage BVUMC members in his/her team to prepare them for ALB servant leader roles.

Meetings

ALB shall meet at least once a month.

A simple majority of ALB membership is used to determine a meeting quorum.

A simple majority is used when a formal vote is necessary, though ALB members should strive for consensus building over voting.

ALB meetings are open to all members of BVUMC. When needed, the Board may call an executive (closed) session to discuss sensitive legal, membership, financial or staff issues. However, the final outcome of an executive session should be shared by the Staff-Parish Specialists, Finance Specialists, Chairperson and/or Vice Chairperson.

Communication

After every ALB meeting, official BVUMC communications with members (i.e., monthly newsletter, weekly events emails, bulletins, social media, etc.) must include actions and plans being considered with a way for BVUMC members to offer feedback to ALB members.

ALB members should strive to engage congregants regularly in discussions about what has happened and what lies on the horizon. This can be done in a variety of ways, including quarterly congregation forums, polls or surveys, small group discussions, team meetings and so on. The purpose is to share information as well as collect feedback from the congregation.

Specific Responsibilities of Board Members.

Chairperson serves for the good of BVUMC and remains impartial, fair and equitable to all members, ministries, projects and activities. The Chair provides leadership and direction by soliciting input from the diverse and talented members of ALB and the church; sets meeting agendas; presides at all meetings and generally supervises BVUMC affairs; ensures ALB and BVUMC complies with all legal and financial requirements of the Wisconsin Conference of the UMC, the State of Wisconsin, and the United States; creates a purposeful agenda in collaboration with others; works with ALB to develop goals and objectives and helps ensure they are met; holds ALB members accountable.

Vice Chairperson supports and assists the Chairperson and other ALB leaders when needed in the performance of their duties. Performs the duties of the Chairperson in the latter's absence. The Vice Chairperson helps hold ALB members accountable for their tasks.

Recording Secretary keeps the official records of ALB meeting motions, discussions, votes, and decisions. The Secretary distributes the past meeting minutes in a timely fashion to ALB members. The Secretary assures that an agenda has been prepared and distributed in advance of an ALB meeting, including sharing with the congregation. The Secretary helps hold ALB members accountable for their tasks.

Finance (2 people)

a. Develop a yearly budget reflecting the mission, discipleship system and goals of BVUMC. The Lead Pastor/Finance Specialists present the proposed budget to the ALB for revision and final approval. Budget formation process may involve receiving requests from committees and teams.

b. Oversee the monthly budget reports from the Treasurer and Financial Secretary, making a brief written summary to the ALB.

c. Assure adequate funds are raised to support the ministry needs of the church.

d. Arrange for short term Teams; for example, stewardship campaign, annual operating budget pledge drive, special capital fund drive, developing generous givers or other church wide appeals.

e. Delegate with the Lead Pastor the authority to authorize fund expenditures within the approved budget up to \$500. (Amount set by ALB) Delegate to the Lead Pastor and finance specialists the authority to approve normal expenditures within the approved budget, reporting decisions to the ALB.

f. Arrange for the annual audit.

g. Work with the Staff-Parish Relations Committee when hiring a Treasurer and Financial Secretary.

Staff-Parish Specialists (2 people) support and encourage the Pastor in making progress on ministry goals; assist in hiring, interviewing and job description writing; arrange for short-term teams for special projects such as searching and hiring a new staff person.

a. Lead Pastor is responsible for the effective functioning of all staff. All staff reports to the Lead Pastor who encourages, mentors, supports, and coaches.

b. Staff is evaluated by the Lead Pastor and at least one other person from either the Staff-Parish Relations Committee or the ALB. All staff are evaluated by their effectiveness in helping fulfill the mission and strategic goals in their areas of responsibilities.

c. The specialists and appropriate other persons (Team), and including the Lead Pastor, interview potential new staff persons. This group recommendations to ALB final interviews. Lead Pastor, in consultation with SPRC and ALB, approves the final selection.

d. Lead Pastor, with appropriate process according to the Personnel Policies, terminates ineffective staff with the affirmation of the ALB. When staff is informed of termination, the Pastor and a member of the ALB are present.

e. Lead Pastor, in consultation with the Staff-Parish representatives, recommends future staffing needs to the ALB

f. ALB is the Staff-Parish Relations Committee in the appointment process for a new pastor, working with the District Superintendent, Cabinet and Bishop.

The pastor is responsible for building a healthy staff team. The Lead Pastor is to support, mentor, and supervise all staff including staff evaluations.

Trustees (2 people) supervise a team of volunteers; supervise contracts and legal obligations; and report work to ALB and bring recommendations of larger projects to the ALB for discussion and approval.

At the first meeting of the ALB each year, the ALB elects a Trustee Chairperson who may be the ALB Chairperson or one of the Trustee representatives. The ALB members are the Trustees and retain all legal authority.

Facilities Team: This Team is appointed by the ALB Specialists, consisting of the two ALB Trustee specialists plus others as needed. The ALB delegates to the Facilities Team the authority and responsibility, within prescribed boundaries, the management of the facilities. Typical boundaries include:

- Facilities Team approves normal projects and contracts and report them to the ALB. For example, the two ALB Trustee specialists and pastor may approve expenditures that fall within the budget up to \$10,000.
- Significant changes in policy, contracts or facilities budget requires ALB approval.
- For major projects, the Facilities Team will research and make recommendations to the ALB. The Team or ALB may create special teams for short term projects such as building expansion.

Lay Leader/Lay Member to Conference informs the congregation about The United Methodist Church in the conference and around the world. The Lay Leader shall be elected annually at the Charge Conference. This person attends annual conference sessions as a member from the congregation and interprets the actions to the congregation. An effective lay member builds the connection between the congregation and all United Methodist churches. An effective lay member is especially interested in connecting the church of God with people who are not yet part of it.

At-Large Members bring diverse voices to ALB. They may serve on special projects or ministries as determined by their gifts, ALB desires and the needs of BVUMC.

Qualifications and Qualities of ALB Members

ALB members are servant leaders who model to the congregation what discipleship means.

They model such qualities as faith, service, generosity, integrity, and commitment.

Basic qualifications and qualities of persons to serve on the ALB

- a. Disciples of Jesus Christ. Mature in their faith, willing to witness to their faith with humility and conviction
- b. Generous givers, supporting the work of Christ and the church, growing towards a tithe.
- c. Use their Spiritual Gifts in service within and beyond the walls of the church.
- d. Desire to “make new disciples of Jesus Christ for the transformation of the world.”

- e. Minimum of three-year commitment to serve by preparing for and attending all meetings, participating in continuing education events, and using their spiritual gifts in ministry.
- f. Possess a servant's heart. Fully supports the mission and strategic goals of The United Methodist Church and BVUMC.
- g. Have credibility with the various groups within the congregation. Have participated in the leadership of the church and understand the United Methodist Church.
- h. Able to articulate vision and current ministries to help the congregation move forward in kingdom building work.
- i. Demonstrate competency in at least one of the following: human resource management, administration, financial management, property management and discipleship ministries.
- j. Supports the Lead Pastor and willing to call the Lead Pastor to accountability in meeting the mission and strategic goals.
- k. A team player, supporting the decisions of the ALB even if they did not vote for them.
- m. Attends worship services on a regular basis.

Section 6. Nominating Committee

The Nominating Committee is elected by the BVUMC Charge Conference. It consists of the Pastor (chairperson), at least two members of the ALB and at least two congregational members. These five people on the Nominating Committee presents its report to the ALB for input before presenting it to the Charge Conference for final approval. The two ALB members shall not be eligible for reelection during the term they are serving.

The Nominating Committee presents for election to the Charge Conference for final approval the chairpersons of active Ministry Teams. These persons are not members of the ALB, but will report to the ALB.

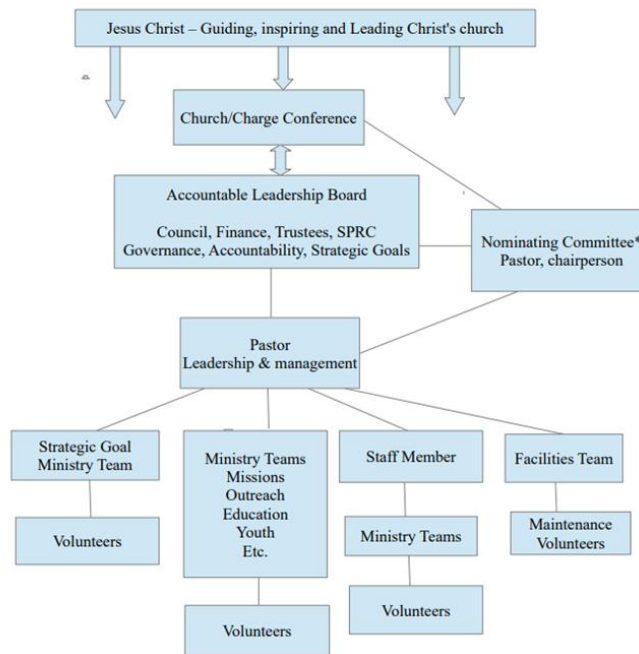
After Charge Conference is held, the ALB makes requests to the Nominating Committee when it needs to fill vacancies.

ALB Guiding Principles

The list of Guiding Principles is a summary of permission giving and limiting boundaries for the functioning of the ALB. A local church may adopt the following to their unique situation, taking care to fulfill the requirements of the Book of Discipline. The Guiding Principles is an open-ended document, changing and expanding as needed by vote of the ALB.

1. All references to the Church Council, Board of Trustees, SPRC, Endowment committee and Finance Committee in the Book of Discipline shall be understood to refer to the Accountable Leadership Board.

2. Once the budget is approved by the ALB, the various ministry areas have the authority to spend their budget within boundaries set by the ALB. Any purchase over \$500 needs to be run by the treasurer for cash flow purposes. The treasurer does not approve or deny purchases, rather confirms large purchases will not create cash flow issues.
3. The Lead Pastor is responsible for reviewing line items within ministry areas with staff and team leaders for accountability to the ALB. The pastor may approve any line-item expenditures of budget up to \$500.
4. The Facilities Team, with the approval of the Lead Pastor, may seek bids and approve expenditures that are in within line items of the budget, up to \$500. Expenditures above \$1,000 can require 3 bids. ALB approval is needed for these larger expenditures.
5. The Lead Pastor has the authority to hire and release employees using the church's employee policies. When releasing an employee, a member of the ALB is present. The pastor has the authority to interview and recommend to the ALB the hiring of employees. The ALB has the authority to approve the number of employees, approve job descriptions and set salaries. The ALB delegates to the Lead Pastor the authority to supervise, discipline and manage paid staff.
6. The Lead Pastor will evaluate all paid staff annually using the approval evaluation process in the employee manual.
7. The ALB recognizes and approves building usage policies, a basic contract and a payment schedule. The Lead Pastor, using these policies, approves specific usage requests.
8. All ALB meetings are open to visitors except for any portion of the meeting in which personnel matter or matter of legal negotiations is considered.



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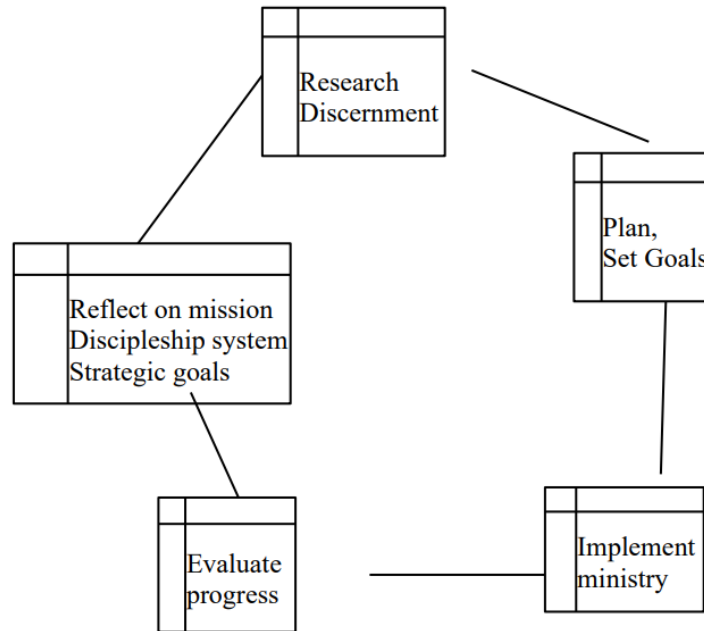
Year-end Accountable Leadership Board Self Evaluation

Questionnaire is introduced at the beginning of the year. At the end of the year, each member fills out the questionnaire, results are anonymously tabulated and are shared for ALB discussion.

Rate each statement from 1 to 5: 1 – strongly agree, 5 – strongly disagree.

1. _____ Each ALB member participates fully, respectfully, and constructively in meetings.
2. _____ ALB meetings include needed time for spiritual growth, prayer and learning about ministry in today's churches.
3. _____ ALB members receive meeting agendas and supporting materials that are helpful and timely.
4. _____ ALB does strategic planning reflecting on the mission, vision core values, discipleship system and strategic results-based goals.
1. _____ ALB actively engages in discussion around significant issues facing the church.
2. _____ ALB adequately oversees financial needs of the church.
3. _____ ALB adequately oversees Trustee and building needs.
4. _____ ALB adequately oversees Staff-Parish Relations issues.
5. _____ ALB adequately oversees program ministry needs.
6. _____ ALB adequately oversees leadership development and volunteer invitations.
7. _____ ALB adequately communicates with the congregation, listening and explaining actions.
8. _____ ALB thinks outside the box and brings forward creative ideas that move the church forward in the mission and strategic plan.
9. _____ ALB regularly focuses on reaching new people for Jesus Christ.
10. _____ ALB meetings are of sufficient length to ensure effective governance.
11. _____ ALB is of sufficient size to govern effectively.
12. _____ Pastor and staff provide the information and support necessary for the Board's work.
13. _____ ALB strongly supports the pastor while calling the pastor and the ALB to accountability for making progress on achieving strategic goals.
14. Add your comments and suggestions about the Board's strengths and weaknesses, role, and effectiveness.

Planning Flow – a never ending cycle for each ministry and goal.



Planning Cycle:

1. Research: Repeating what was done last year will yield the same results as last year. What works today is not the same as even a decade ago. Research may involve attending a workshop, reading a book, or visiting a church that is doing what you hope to do.
2. Plan, Set Goals: Churches often set “good intention” goals. There is no concrete way to evaluate their effectiveness. Therefore, plan strategic, results-based goals. For example, rather than a goal “to increase worship attendance”, set a goal “Increase worship attendance by 3% next year.” If the result is not reached, then you may adjust the goal for the coming year and adjust the ministries used to reach the goal.
3. Implement Ministry: Assigning a goal to an existing committee usually yields limited results. To accomplish a new ministry will usually take a new team willing to do research as to what is working in today's churches.
4. Evaluate progress: At least quarterly, a serious evaluation of strategic goals is needed. What do the statistics say? Is progress being made? Is more research or training needed? Are the right volunteers or staff involved?
5. Reflect on mission, discipleship system, strategic goal: Does the goal or ministry still focus on the mission, discipleship system? Does the goal need to be revised or deleted? Is the goal realistic or appropriate for your church at this time?